

DUTY STATEMENT

Classification: Associate Energy Specialist (EFF)	Position No. 430-4938-
CBID: R10	Office: Building Standards
Date Prepared: December 3, 2014	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Associate Energy Specialist (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Building Standards Office of the Efficiency Division. The incumbent will independently perform responsible, varied and complex technical and analytical work supporting the adoption, updating and implementation of the Energy Efficiency Standards for newly constructed buildings and additions and alterations to existing buildings.

The mission of the office is to develop cost-effective building design and construction standards that provide benefits through energy efficiency and on-site renewable energy generation.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 40% Independently perform complex technical and analytical work to support the adoption, updating and implementation of the Residential and Nonresidential Building Energy Efficiency Standards (Standards) for newly constructed buildings and additions and alterations to existing buildings. Analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting the Standards, the development of programs for improving energy efficiency beyond the minimums set by the Standards, and the development of strategies and programs to improve the efficiency of existing buildings. Perform building energy modeling utilizing the public domain software programs, CBECC-Res and CBECC-Com to support the Office's standards development activities. (E)
- 25% Develop and present technical information materials to promote energy conservation and efficiency technologies supporting the Standards. (E)
- 10% Manage contracts including the responsibilities for assisting in the preparation of solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, approving invoices, tracking expenditures and preparation of necessary paperwork. (E)

DUTY STATEMENT

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION



- 10% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 10% Prepare reports and documents addressing program and technology issues and achievements. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Vacant Date </div> Associate Energy Specialist (EFF)	<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Todd Ferris Date </div> Energy Commission Supervisor II (EFF)